Navigation and search techniques learned during INB Navigation training are essential when using these forms. Refer to the INB Training Guide (wm.edu/it/banner-guides) or contact the Banner Support Line (1-BANN (1-2266), banner@wm.edu) for additional help.

**Remember . . .**

To open forms from the Main Menu, either double click the folders or key the form name in the Go box.

Form acronyms indicate what information is available. The forms in this Guide all start with “N” or “P”. N = Position Control, and P = HR/Payroll/Personnel.

The second character in the acronym represents the following: E = Employee, B = Budget, T = Table, H = Time Reporting History.

The third character represents: A = Application, I = Inquiry, Q = Query, R = Rules.

**Once the form is open . . .**

Enter a name, ID or code in the Key Block, and “Enter” to open a “job” or form.

Use arrow icons to open lists, tables or other forms such as Employee or Position Classes.

Use the “Blocks” icons, or the Options menu to navigate forward and backward in the information blocks.

The Auto Hint line at the bottom of the screen shows error messages.

In date fields enter the day followed by the three letter month abbreviation and four digits for the year. To enter today’s date, type “T” in the date field.

Always use the “X”, or Exit icon to close forms and exit Banner.
These forms are used to define position parameters. They contain default information and shouldn’t be used as resources to clarify position budgets and codes. Use NBAJOBS to look up current information on a specific employee.

**NBAPBUD**  Position Budget

**NBIPINC**  Position Incumbent List
History of Employees in Position

**PTQECLS**  Employee Class Query Form
List of all Employee Classes

**NTQPCLS**  Position Class Query Form
List of all Position Classes

**PTRBDCA**  Benefits and Deductions Rules

**PTREARN**  Earnings Codes Rules

**PEAFACT**  Faculty Action Tracking

---

These forms are used to view Employee or “Job” details. Use these forms to review and verify information. If errors are found, please contact HR as instructed on the Resources page at the end of this document.

**PEAEMPL**  Employee
Basic information on Employee

**NBAJOBS**  Employee Jobs
Details of an Employee’s jobs

**NBAPOSN**  Position Definition
Defines Position and Labor Distribution

**NBIJLST**  Employee Job Inquiry
Details of Employee’s Positions

**NBQPOSN**  Position List
List of all W&M and VIMS positions.

---

These are report forms that give a comprehensive view of departmental information. Reports from these forms can be posted on ePrint.

**PHAREDS**  Labor Redistribution - totals paid per payroll (VIMS only)

**NHIEDST**  Employee Distribution Inquiry

**NHIDIST**  Labor Distribution Data Inquiry
Use this form to run Labor Distribution reports
Relationship Matrix

Rules and Codes are defined in tables. These tables are used to create employee records, also known as “Jobs” in Banner.

The tables shown here are included in the “Business Manager Security Class” because they feed PEAEMPL and NBAJOBS. PEAEMPL and NBAJOBS feed Labor Distribution Reports.
**NBAPOSN - Position Definition**

Use NBAPOSN to find position information.

Use the Options menu to view related blocks, for example: NBAPBUD (Position Budget) and NBIPINC (List of Position Encumberances).

NBAPBUD defines position budgets by fiscal year, regular earnings totals (budgeted, encumbered, expended, and remaining), premium earnings totals, fringe benefits, and position labor distributions.

*Note: Begin and End Dates originate from NBAPBUD.*

---

**Applicable Rule Tables**

- NTQPCLS
- PTQECLS

---

**Note:** This field designates the employee timesheet approver. The Supervisor's position number should appear here. Please call HR (see last page for contact information) to correct errors.
NBAPBUD - Position Budget

The Position Definition Form (NBAPOSN) defines all positions. Positions are defined within a position classification by fiscal year.

NBAPOSN gives access to the Position Budget Definition Form (NBAPBUD). PBUD drives POSN. Open PBUD from NBAJOBS to default information for a specific job.

Important fields are:
- **Status** - Active, Cancelled, Frozen, Inactive.
- **Type** - Single or Pooled position (may not always be provided).
- **Begin and End Dates** - Effective dates.

Enter Fiscal Year and Position Number to view information that will default to a job.

Position Labor Distribution can be opened from NBAPBUD (open position information, go to Options. Salary Budget. Position Labor Distribution), but this information should not be considered current. It is default information.

Information on NBAJOBS is current and maintained. For Labor Distribution for an individual employee see NHIEDST (page 16).

Note: Do not use NBAPBUD for financial or budget information other than for Labor Distribution for valid positions. Perhaps in the future it will be used in this way, but the information is not currently maintained.
The Position Incumbent List Form lists employees who have held or currently hold a position. To search for position incumbents enter a position number, a fiscal year and a “as of” date.

The list includes information on past and present incumbents, future incumbents by the effective job date, and total occupied FTEs for each position.

Identification number, name, job begin/end dates, and employee status are given for each employee.

Enter a Fiscal year and position number to return information.
NTQPCLS - Position Class Query Form
All official W&M and VIMS Position Classes are listed on NTQPCLS.

<table>
<thead>
<tr>
<th>Position Class</th>
<th>Employee Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000 Miscellaneous</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>00003 Department Chair</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>00204 President</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>01001 FT Instructor/Lecturer</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>01003 FT Instructor/Instructor</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>01401 FT Instructor/Professor</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>01605 FT Instruct/Associate Professor</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>01606 FT Instructor/Faculty</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>01609 FT Instructor/Professor/Adjunct</td>
<td>XX Compensation Use Only</td>
</tr>
<tr>
<td>02101 Lecturer</td>
<td>XX Compensation Use Only</td>
</tr>
</tbody>
</table>

PTQECLS - Employee Classes
All Employee Classes at W&M and VIMS are listed on PTQECLS.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Payroll</th>
<th>Salary/Encumbrance Calculation Indicator</th>
<th>HIRER</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AdminSt 9 FT Exempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>AdminSt 12 FT Exempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>12</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>13</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
<tr>
<td>14</td>
<td>AdminExempt</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>4</td>
</tr>
</tbody>
</table>

# Banner HR Business Manager Guide — Version 3
Page 8
PEAEMPL - Employee Form

In Banner, an Employee record is called a “job”. Details about a “Job” or an Employee can be viewed on PEAEMPL or NBAJOBS (pictured on the next page). PEAEMPL provides general information or a snapshot of Employee status, whereas NBAJOBS provides financial information about Employee job assignments. Information on PEAEMPL and on NBAJOBS originates from PPAIDEN and PEAHIRE.

Information most often needed from PEAEMPL:

- **Employee Status**, which indicates whether an Employee is Active, on Leave (several categories), or Terminated.
- **Home Department** and **Check Distribution** which is the Employee’s Organization Code should match what is on the Employee’s Primary Job on NBAJOBS. To verify this information, use NBAJOBS (on next page). From the Options menu, select Employee Jobs. See the Timesheet Org field. Having an incorrect Timesheet Org routes employees’ timesheets to the wrong supervisor for approval.

**HR should be notified of supervisor changes. If the Timesheet Org field is not changed when a supervisor changes positions, approval of employees’ timesheets can be delayed.**

- **Service Dates**
  - Current Hire - W&M or VIMS hire date shows continuous service.
  - Original Hire - VA hire or rehire date. Should include continuous state service - if applicable.
  - Adjusted Service - Determines Annual Leave and Accural - if applicable.
  - Senority - Tracks time for service awards - this is cumulative for all state service.

To open related forms, use Options in the Menu bar, or click the Next Block icon.

To view I-9 status go to Regulatory Information click the tab or use the options menu.

The FLSA indicator choices are: (None) for Exempt, and Cash or Accrual for Non-Exempt. For info on FLSA please contact HR Compensation.

Work Period choices are: STD = W&M, LAW = Campus Police, VIM = VIMS.
W&M is not using the Social Security Name.
NBAJOBS - Employee Jobs

Use NBAJOBS to view information on Employee job assignments including position, job description, start and end dates, status, hours and salary information. This form also defines how and when employees are paid, and the amounts and labor distribution account numbers to use when encumbering and expending the Financial System.

The main window of the form displays historic or current data (and future changes, if applicable) on an employee's job or jobs. It also displays the encumbrance information defined for this position.

- Enter an Employee's Banner ID number, and “Enter”.
- In the Posn field click the Search icon and select a position for the Employee. Once a position is selected, information in the Tabs becomes available.
- Click next block to open position information.

Use Options or the Tabs to open related screens such as Job Detail Information (from this screen use Options to open Payroll Default Information to view Dept Time Entry or Web Time Entry to determine how Employee enters time), Job Labor Distribution to view Labor Distribution, Work Schedules (work hours for non-exempt employees). Each block has a Select Effective Dates query screen. Effective Dates are critical when searching for job information.

Note: Effective Dates critical when checking Employee positions. For accurate results, the Query Date must include the time the position was active. Each tab has an Effective Date query form.
NBIJLST - Employee Job Inquiry List

Use this form to view details of all positions an Employee has held, including position numbers, beginning and end dates, job type, pay ID, Org Code, etc.* This form serves as a good summary of Employee work history. To get all available information, the best practice is to enter the date 12-15-2005.

The table can be opened by clicking the Search icon next to the Posn field, from NBAPOSN, or can be accessed directly. Available views are List of All Positions (NBQPOSN) which shows all W&M and VIMS positions or List of Employee’s Jobs (NBIJLST) which shows only the positions of a specific employee.

To verify an Employee’s Primary Job check Job Type and Ecls.

**Job Types**
- **P** = Primary
- **O** = Overload (not in benefit calculation)
- **S** = Secondary (included in benefit calculation)

**Job Status**
- **A** = Active
- **T** = Terminated

*Job history is available as of December 16, 2005.
**NBQPOSN - Position List**

List of all positions at W&M and VIMS.

<table>
<thead>
<tr>
<th>Position</th>
<th>Title</th>
<th>Employee Class</th>
<th>Budget Org</th>
<th>Description</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Position Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>000501</td>
<td>President College Or Yield</td>
<td>01</td>
<td>Office of the President</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000503</td>
<td>Coordinator Self-Guided Enrich</td>
<td>10</td>
<td>3M4201</td>
<td>EDCENTER FOR OPTED EDUCATION</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000504</td>
<td>Research Associate</td>
<td>60</td>
<td>191100</td>
<td>Physical Sciences</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000505</td>
<td>Housekeeping Janitor</td>
<td>11</td>
<td>301100</td>
<td>Plant Administration</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000506</td>
<td>Office Manager Janitor</td>
<td>11</td>
<td>451100</td>
<td>High Risk Operations</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000507</td>
<td>Scientist</td>
<td>50</td>
<td>311100</td>
<td>Pathology Science</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000508</td>
<td>Locksmith</td>
<td>11</td>
<td>351100</td>
<td>Plant Administration</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000509</td>
<td>Foundation Accountant</td>
<td>10</td>
<td>311100</td>
<td>Business - Deans OFFICE</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000510</td>
<td>Marine Scientist Supervisor</td>
<td>60</td>
<td>135200</td>
<td>Analytical Services Center</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000511</td>
<td>Animal Care Supervisor</td>
<td>11</td>
<td>511100</td>
<td>Plant Administration</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000512</td>
<td>Environme nt Assst. Coordinator</td>
<td>10</td>
<td>431100</td>
<td>Investment Administration Office</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000514</td>
<td>Security Administrator</td>
<td>10</td>
<td>241100</td>
<td>FA Associate Provosts Office</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000515</td>
<td>Fiscal Technician</td>
<td>10</td>
<td>011100</td>
<td>A - General</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000516</td>
<td>Laboratory Specialist</td>
<td>61</td>
<td>171100</td>
<td>Environmental &amp; Aquatic Animal Health</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000517</td>
<td>SIS Data Entry Recorder</td>
<td>10</td>
<td>261100</td>
<td>3.5 Library Operating</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000518</td>
<td>MDA Program Coordinator</td>
<td>11</td>
<td>311100</td>
<td>Business MDA Program</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000519</td>
<td>Document Scans Library Analyst</td>
<td>11</td>
<td>311100</td>
<td>3.5 Library Operating</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000520</td>
<td>Coordinator Fiscal Office</td>
<td>11</td>
<td>411100</td>
<td>A - General</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
<tr>
<td>000521</td>
<td>Equipment Materials Worker</td>
<td>11</td>
<td>521100</td>
<td>Facilities Management - Admin</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
<td>01-JUN-2005</td>
</tr>
</tbody>
</table>
PPACMNT - Comment Form
Provides correct annual contracted salary for 9 month faculty paid across 12 months. Annual salary on NBA-JOBS is incorrect in this situation.
Use these forms as references for earnings codes and deductions.

**PTRBDCA**, **PTREARN**, **PEFACT**

**PTRBDCA** defines valid benefit and deduction codes. Click the drop down arrow to open a list of all codes. Open this form and table when using NHIDIST to find information on each deduction.

**PTREARN** shows the nature of pay (regular or holiday), and establishes rules for time entry validation. Open **PTQEARN** with the drop down arrow to view Employee Earnings Codes.

**PEFACT**, not currently used, is for Faculty Tracking. It records four types of faculty actions: promotion, tenure, reappointments and leave.
PHAREDS - Employee Labor Redistribution Form
VIMS only
Provides total dollars distributed by fund in a pay period. The most current information for a specific pay period is shown - this is the final information that feeds to Finance.

- If there is more than one earnings code, more than one line will appear.
- No “0” means redistribution was done.
- Type will be “R”.

![PHAREDS - Employee Labor Redistribution Form](image)
NHIEDST - Employee Distribution Inquiry Form

Provides salary distribution data for individual employees. Note: use this form to find information on individual Employees.

Use NHIDIST (see next page) to find information for all employees in an Org.

- Enter Employee ID, category and dates in the key block. Note: as with all Banner queries, date ranges are key to finding specific data. On NHIEDST you must enter dates to get query results.

- Each line specifies the amount distributed to a specific FOAPAL for a specific earnings or benefit, and shows the percent of the job represented by that amount.
NHIDIST - Labor Distribution Data Inquiry Form

Shows all payroll distribution data by Chart and Org.

Submit Query

- Enter a Chart value.
- Enter an Index (use drop down arrow to look up an Index - remember you can only access information related to your org).
- Click Next Block (FOAPAL information is automatically entered).
- Click F8 or the Submit Query icon in the toolbar to submit the query.
- Click Help in the Toolbar and select Extract Data to download the data into an Excel spreadsheet. 
  Note: In DEV7 the Extract Data with Key function may not be active. On PROD, the Extract Data with Key function is active.
- Cancel a query by clicking the Cancel icon and Roll Back to clear the fields for another query.

Note: clicking the drop down arrow next to the Index field opens FTVACCI - Account Index Code List.
Open your browser and go to: https://eprint.wm.edu

NOTES
ALWAYS check the “s” behind https. The “s” signifies you are using a secure connection to view ePrint. ePrint will open without it, but the date will be open and vulnerable to view.

ALWAYS properly exit ePrint by logging out and closing the browser window.

Enter your Banner ID and Password, select the Report Depository (HR, VIMS, Fin, etc.) and click Enter. (VIMS HR Reports - nhredst_wm)

Click on PDF or TEXT to determine the format of the report. The report name and date are also provided. Use the menu at the bottom of the screen to select from the available reports. (Note in this example HR reports are shown.)

The report opens in your browser window and may be saved or printed.
If you have questions about these forms or find errors in information, please contact:
Linda Tuck
HR Systems Administrator
757-221-3159 / lstuck@wm.edu

If you have questions about using Banner, please contact:
Banner Support
757-221-BANN (2266) / banner@wm.edu